

HOW TO MAKE PAYMENTS CORRECTLY IN PAYER EXPRESS

Follow this graph to pay single or multiple transactions with one payment correctly

Payment Scenario	Payment Amount	Transaction Type to Select in Payer Express	Transaction Number to Enter in Payer Express
Member Payment to Pay Only the December 2025 Work Report	On the Member Contributions line, enter the Member Contributions for the December 2025 Work Report	Work Report	122025
Member Payment to Pay Work Report and Adjustments or other Transaction Type Together	On the Member Contributions line, enter the sum of the transactions to pay for Member Contributions	Oldest Open Receivable	0
Member POS Payment to Pay Only the December 2025 Work Report	On the Member POS line, enter the Member POS for the December 2025 Work Report.	Work Report	122025
Employer Payment to Pay Work Reports and/or Adjustments or other Transaction Types Together	On the Employer Contributions line, enter the sum of the transactions to pay for Employer Contributions	Oldest Open Receivable	0
Employer POS Payment to Pay Only One Employer POS Transaction	On the Employer POS line, enter the Employer POS Transaction Amount from ESS	Employer POS	Enter the Transaction Number from ESS
Employer POS Payment to Pay Multiple Employer POS Transactions Together	On the Employer POS line, enter the sum of the Employer POS Transactions you want to pay	Employer POS	0



Following the above best practices will help to cut down on the number of Error Letters received